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**Personnel**

**USAF ACADEMY HONOR REVIEW  
COMMITTEE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, and outlines the duties and responsibilities and specifies the composition of the USAF Academy Honor Review Committee (hereafter referred to as the HRC). This instruction applies to all USAFA personnel, including tenant unit personnel.

**SUMMARY OF REVISIONS**

Adds Director of Athletics (HQ USAFA/AH), Staff Judge Advocate (HQ USAFA/JA), Air Force Cadet Wing Vice Commander (AFCW/CV), 2 Cadet Group Commanders, and 2 Cadet Group Honor Chairmen to HRC membership; deletes Vice Director of Athletics (HQ USAFA/AHV) and Commander, 34th Education Group (34 EDG/CC) from HRC membership. Redesignates Senior Staff Chaplain (HQ USAFA/HC), Director of Admissions (HQ USAFA/RR), Law Department Head (HQ USAFA/DFL) and Chief, Curriculum and Research Division (34 TRW/CWCC) as HRC advisors; changes duty title of Cadet Wing Honor Education Officer (AFCW/WHEO) to Cadet Deputy Wing Honor Chairman (AFCW/WHCD) (paragraph 2.). Allows designated alternate or proxy to vote in primary attendee's absence when a quorum would not otherwise be present (paragraph 3.). A bar (|) identifies revisions from the previous edition.

**1. Duties and Responsibilities. HRC:**

1.1. Sets Honor Code policy.

1.2. Evaluates the concepts and administration of the honor education program and the Honor Code and advises the Superintendent (HQ USAFA/CC). The Office of Institutional Research and Assessment conducts an honor survey annually to trace honor trends and attitudes within the cadet wing.

1.3. Acts as liaison between the Cadet Honor Committee and the USAF Academy staff and faculty concerning the concept of the Honor Code, operation of the honor system, and development of honor education.

## **2. Composition:**

- 2.1. HRC Chairman - Commandant of Cadets (Commander, 34th Training Wing (34 TRW/CC))
- 2.2. Director, Center for Character Development (34 TRW/CWC)
- 2.3. Chief, Honor Division (34 TRW/CWCH)
- 2.4. Chief, Curriculum and Research Division (34 TRW/CWCC) (**Advisor**)
- 2.5. Senior Staff Chaplain (HQ USAFA/HC) (**Advisor**)
- 2.6. Philosophy Department Head (HQ USAFA/DFPY)
- 2.7. Commander, 34th Training Group (34 TRG/CC)
- 2.8. Director of Athletics (HQ USAFA/AH)
- 2.9. Director of Admissions (HQ USAFA/RR) (**Advisor**)
- 2.10. Staff Judge Advocate (HQ USAFA/JA)
- 2.11. Law Department Head (HQ USAFA/DFL) (**Advisor**)
- 2.12. DF graduate colonel representative (DF Honor Advisor) - selected and approved by the Dean
- 2.13. Cadet Wing Vice Commander (AFCW/CV)
- 2.14. Cadet Wing Honor Chairman (AFCW/WHC)
- 2.15. Cadet Deputy Wing Honor Chairman (AFCW/WHCD)
- 2.16. Two Cadet Group Commanders
- 2.17. Two Cadet Group Honor Chairmen
- 2.18. The 34 TRW/CC may appoint additional members, permanent or temporary, as needs may dictate.

## **3. Procedures:**

- 3.1. Quorum. Eight members or proxies must be present to constitute a quorum. At least one of these eight must be a cadet member.
- 3.2. Alternates. Designated alternates or proxies may substitute and vote for absent members when a quorum would not otherwise be present.
- 3.3. Voting. The Committee will vote on proposed changes for administering and teaching the Honor Code. Each member and proxy when needed for a quorum will have an equal vote. A simple majority of the votes is necessary for the issue to pass. In the event of a tie, the HRC chairman will cast the tie-breaking vote.

## **4. Subcommittees:**

- 4.1. Honor Review Committee Executive Panel (HRCEP):

#### 4.1.1. Composition:

4.1.1.1. DF graduate colonel representative of the HRC (DF Honor Advisor)

4.1.1.2. Cadet Wing Honor Chairman (AFCW/WHC)

4.1.1.3. Cadet Vice Wing Commander (AFCW/CV)

#### 4.1.2. Responsibilities:

4.1.2.1. The graduate representative will, in consultation with the Air Force Cadet Wing Honor Chairman, call the HRCEP into session as required to fulfill its responsibilities.

4.1.2.2. Investigate allegations of “improper questions” and recommend appropriate action to the HRC in each case. The HRC will be the final authority on all allegations of improper questions.

4.1.2.3. Review practices within the cadet wing that may be inconsistent with the Honor Code.

4.1.2.4. Develop and review guidelines for use by the cadet wing in determining whether a particular “questionable practice” or “gray area” is a violation of the Honor Code.

4.1.2.5. Consider any unusual situation of “conflict of moral obligations” that involves a “technical violation” with both act and intent, but where the cadet has acted in good faith for a higher moral good and not in contrast with the spirit of the Honor Code. In all cases, the HRCEP will recommend appropriate action to the HRC, and the HRC will be the final authority for deciding a situation involving a “conflict of moral obligation.” The HRCEP will brief all activity at the next meeting of the HRC.

4.1.2.6. If during the review process, both the presiding Group Honor Chairman and the Wing Honor Chairman feel the case should be dropped, but 34 TRW/CWCH feels the case should be forwarded, the HRCEP will review the case and be the final determinant as to whether or not the case is forwarded or dropped.

**5. Meetings.** The Superintendent or HRC Chairman may call the HRC into session at any time. As a minimum, the HRC will meet once during the fall and spring academic semesters.

**6. Records.** 34 TRW/CWCH will record minutes for each HRC meeting. The HRC Chairman will review and the HQ USAFA/CC will approve the minutes. Copies go to the HQ USAFA/DF, HQ USAFA/AH, HQ USAFA/JA, HRC members, and the DF graduate colonel representative. The minutes are filed in 34 TRW/CWCH.

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